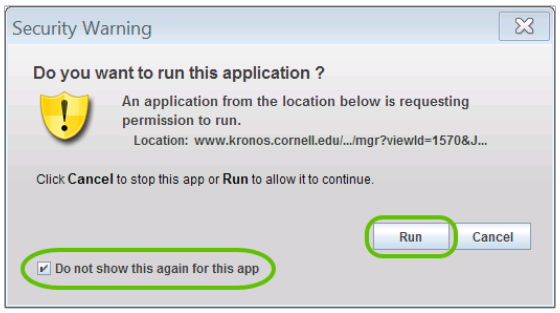
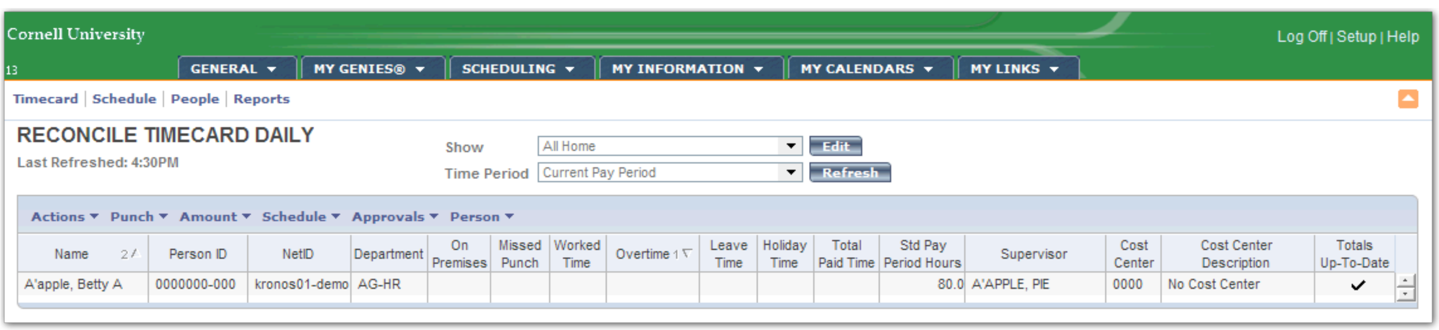
Kronos for Pay Reps: Quick Reference

Log On to Kronos

1. Navigate to https://www.kronos.cornell.edu.
2. Click **Log On**.
   Note: A Special ID is provided to specific employees who are notified directly by Payroll Services with instructions and password information. To log on with a Special ID, click **Kronos Full (Java)** under **Have a Special ID**.
   If you have problems with your log on, contact helpdesk@cornell.edu.
3. You may see a security warning. Check the **Do not show again** for this app box, and then click **Run**.



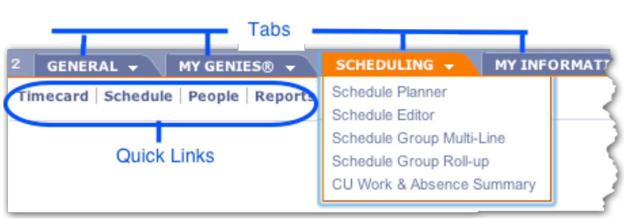
4. When Kronos opens, the *Reconcile Timecard Daily* genie is displayed providing a list of all your employees. To see your own timecard, under **My Information**, click **My Timecard**.



Security Warning: When you're finished, **click Log Off and then quit the browser** to make sure no one can log in to Kronos using your account.

Tabs and Links

- Tabs across the top of the Kronos screen contain menus of functions.
- Quick links switch to Timecard, Schedule, People Record, or Report views for an employee or group of employees.



Reviewing Information: Genies

Genies are reports you can use to look at employee data. For example, the Pay Period Close genie shows approvals and sign offs by employee, supervisor, and pay rep.

Genies make it easier for you to complete your work in Kronos. For pay reps, genies allow you to complete some tasks for large groups of employees, such as signing off timecards and schedule assignments.

The following table lists some of the genies available to pay reps. The complete list of genies is available in the [Kronos Java (Full) user manual].

Genie	Use for	When to Use
Reconcile Timecard Daily (default, visible at log in)	Review for exceptions, such as missed time punches and no time worked.	Frequently.
Accrual—Biweekly Balance	Monitor leave accrual balances, and identify employees with negative balances, or accruals that exceed the allowed maximum. **Note**: Non-benefit eligible employees including students and some temps do not have accruals.	Toward the end of the pay period.
Payroll Readiness	Track approvals. If employee approval is missing, send email reminders directly from the genie. For more information, see Change the Pay Period/Dates or Employees You're Viewing (HyperFind).	End of pay period.
Quick Find	Search for individual employees by specific pay period, date, or range of dates. For more information, see the Kronos Java (Full) user manual.	Any time.

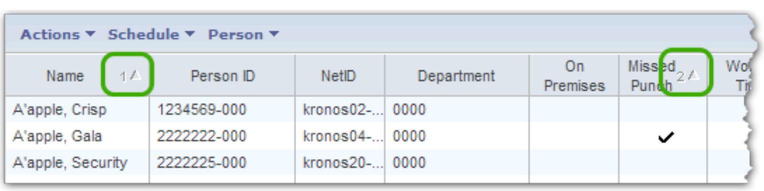
Sorting

You can sort by any column in a genie.

Best Practice: A check mark indicates that a column has data. Sort by the column to see only employees who have data in that column. For example, sort by the **Missed Punch** column to see all employees with missing time entry punches.

- Click the heading of the column.

  You can do a primary and a secondary sort. Click the heading of a second column. A small arrow indicates which column is being used to sort. A small number 1 or 2 indicates the primary and secondary sorts.



Change the Pay Period/Dates or Employees You're Viewing (HyperFind)

Best Practice: Pay periods always end on Wednesday. If you are working in Kronos after the pay period ends, on Thursday, for example, be sure to switch the **Time Period** to **Previous Pay Period**.

1. Use the **Show** box to see different groups of employees.
   - **All Home**: shows all of the employees whose data you can access.
   - **All Active Students**: shows all student employees who have an active appointment, whether they have entered time or not.
2. Use the **Time Period** box to see a different pay period, date, or range of dates. For non-exempt biweekly pay period and pay date calendars, click **My Links** and then **Pay Calendars**.

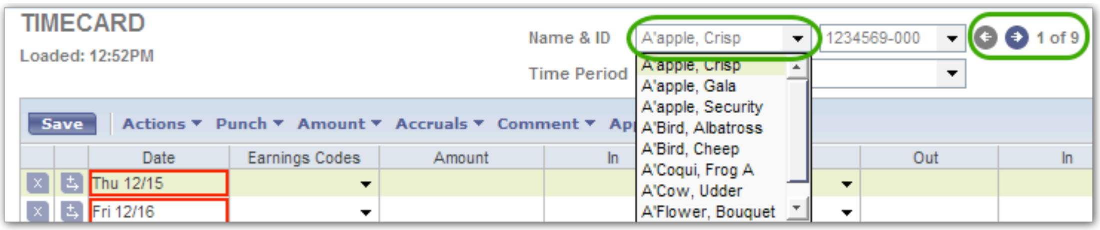
Select Employees or Groups of Employees

Best Practice: Use this procedure to select a group of employees and then quickly sign off their timecards.

You can view timecards, schedules, people records, or run reports for employees or groups of employees by selecting them in a genie. After you select a group of employees, you can quickly move through them to review information. .

1. In a genie, select an employee or group of employees.
   - Select one employee: Double-click to open the employee's timecard.
   - Select a group of employees: Click and drag to select a group or hold the CTRL key and click multiple employees.
   - Select all employees: Click **Actions**, and then click **Select All**.
2. After selecting employees, click **Timecard, Schedule, People,** or **Reports** to switch to the appropriate view.

   The information (timecard, schedule, etc.) for the first selected employee is displayed. To move through the group, click the arrows next to the **Name & ID** box or select a name from the list in the **Name & ID** box.



Sign Off Timecards

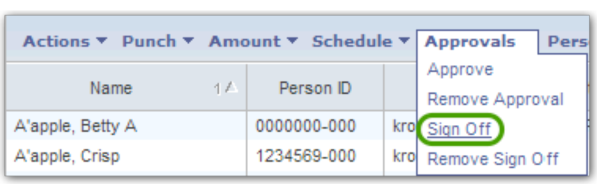
Best Practices:

- Review and approve your direct-report employee timecards first.
- Use the deadlines set by your department or unit for approvals.
- Be sure that you are signing off the timecard for the correct pay period. If necessary, use the Time Period box to switch to the Previous Pay Period. For more information, see Change the Pay Period/Dates You're Viewing.

Pay reps sign off timecards. Employees approve their timecard; supervisors approve an employee's timecard. (Employees can approve their timecard after the supervisor has approved it. They can't edit the timecard, however, and they must approve before the pay rep's sign off.) Once an approval is entered, it can only be removed by the person who entered it. Supervisors and pay reps can edit timecards after employee approval. The employee receives an email notification that the timecard has been edited.

- Click **Approvals**, and then click **Sign Off**.

  You can sign off on groups of timecards by selecting them in a genie.



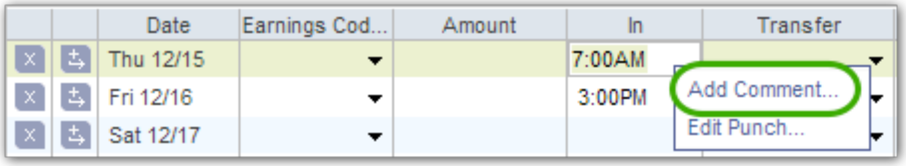
Notes:

- If the employee needs to make a change after you've signed off on the timecard, you need to remove the sign-off, and the supervisor needs to remove his/her approval. Then the employee removes his/her approval, makes the change, and reapproves. Supervisor reapproves, and you sign-off again. Supervisors can only remove their own approval. Click **Approvals**, and then click **Remove** Sign Off.
- If your employee needs to make a change, you'll also need to remove your approval and then reapprove after the change is made.

Add and Delete Comments and Notes

You can add a comment to a time entry.

1. In the **In/Out** or **Earnings Codes** cell, right-click, and then choose **Add Comment**.

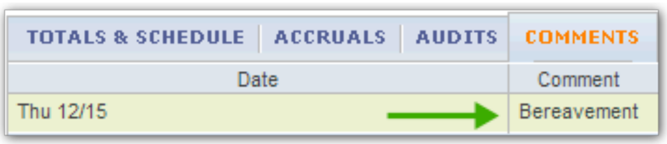


2. Choose an appropriate comment from the list. After you choose a comment from the list, you can add additional information in the **Notes** box.

   Comments and notes are visible in the audit trail, so remember to be professional.

3. Click **OK**, and then click **Save**.

   A yellow memo pad icon appears in the cell where you added the comment. To view the comment and any notes, click the **Comments** tab at the bottom of the timecard.



Notes:

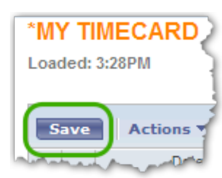
- To delete a comment or note, in the **Comments** tab, right-click the comment or note and then choose **Delete**.
- Comments in signed-off pay periods cannot be deleted.
- Deleted comments remain in the audit trail.

Enter Time (in the Current Pay Period)

Best Practice: Add a comment and/or note every time you make a change to a timecard. Comments and notes are added to the audit trail to provide documentation of all changes.

It may be necessary for you to enter time for an employee.

1. Click the **In** box and enter the time the employee started work.
2. Click the **Out** box and enter the time the employee finished work.
   If the employee took a meal break, enter the time they left for the break and then use the second set of In and Out boxes to enter the time they started work after the break and the time they ended the shift.
3. If necessary, to enter time for a third shift on the same day, click the Arrow icon ( ) for the day.
4. Click **Save**.



Note: After you save the timecard, the data is entered in the audit trail. You must add a comment explaining any changes you've made. For more information see Add and Delete Comments and Notes.

Transfers (in the Current Pay Period)

Best Practice: Add a comment and/or note every time you make a change to a timecard. Comments and notes are added to the audit trail to provide documentation of all changes.

It may be necessary for you to transfer time for an employee.

1. On the timecard, use the Transfer column to transfer to a different cost center, job number, or supervisor. For more information, see the Kronos Java (Full) user manual.
2. Click **Save**.

Note: After you save the timecard, the data is entered in the audit trail. You can add a comment explaining any changes you've made. For more information see Add and Delete Comments and Notes.

Enter Leave or Other Earnings Codes

Best Practice: Add a comment and/or note every time you make a change to a timecard. Comments and notes are added to the audit trail to provide documentation of all changes.

It may be necessary for you to enter a leave or other earnings code for an employee.

1. In the day for which you want to enter leave or other earnings codes, click the arrow in the **Earnings Code** box, and then select the code from the list.

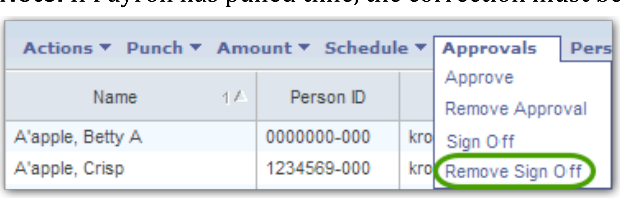
   Tip: Click **My Links**, and then **Earnings Code Description** for a description of the earnings codes.
2. Click the **Amount** box, and enter the correct number of hours.
   Note: The "full schedule/half schedule day" selections in the Amount column apply only to exempt (not hourly) employees.
3. If necessary, to enter two different earnings codes or to enter an earnings code on the same day as regular time, for example, half day work and half day sick, click the Arrow icon ( ) for the day. A new line is added to the timecard.
4. Right-click to add a **Comment**. For more information see Add and Delete Comments and Notes.
5. Click **Save**.

Note: After you save the timecard, the data is entered in the audit trail. You can add a comment explaining any changes you've made. For more information see Add and Delete Comments and Notes.

Edit Timecard in the Current Pay Period (After Timecard is Approved)

You may need to correct an entry on an employee's timecard. The employee will receive an email notification that someone edited their timecard. The edits are listed on the Audit tab at the bottom of the timecard.

1. To remove your sign off, click **Approvals**, and then click **Remove Sign Off**.
   Note: If Payroll has pulled time, the correction must be done as an historical edit in the previous pay period.



2. Edit the timecard.
3. The changes you made will appear in the audit trail for the timecard. Add a comment/note explaining any changes you made. (For instructions, see Add and Delete Comments and Notes.)
4. Click **Save**.
5. Reapprove the timecard.

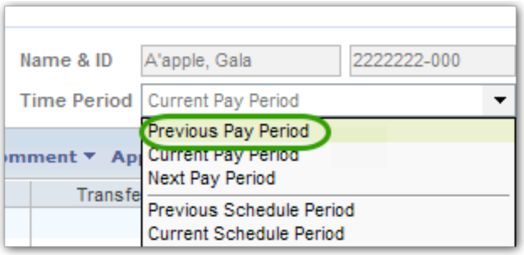
Note: After you save the timecard, the changes you made will appear in the audit trail on the timecard.

Edit Timecard (in Prior Pay Period)

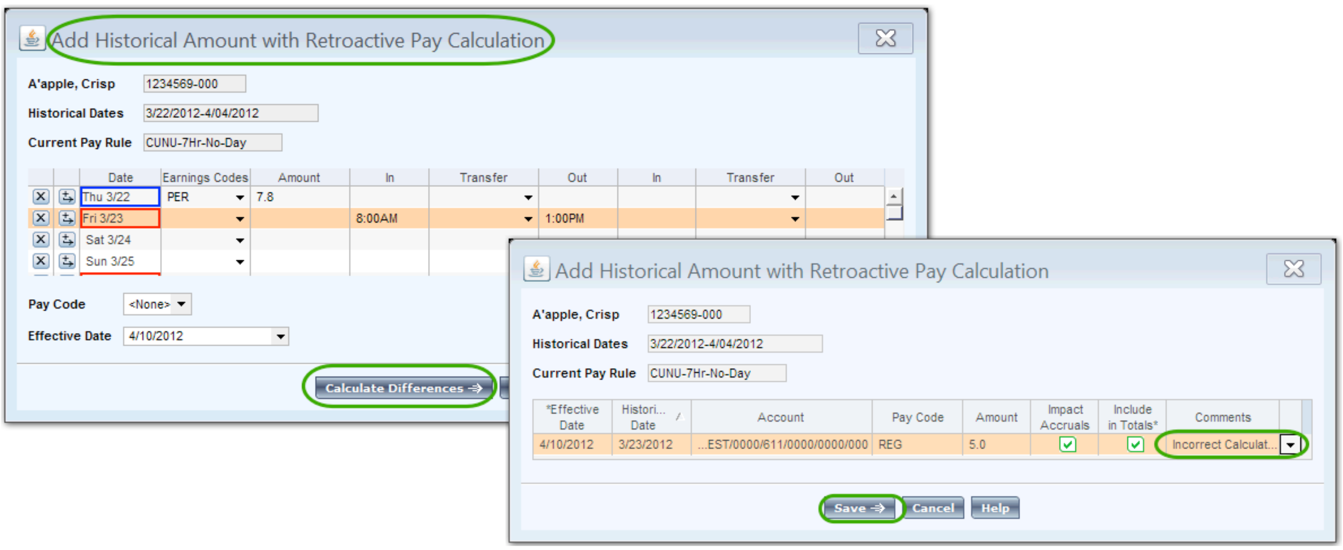
Best Practice: Add a comment and/or note every time you make a change to a timecard. Comments and notes are added to the audit trail to provide documentation of all changes.

You may need to correct an entry on a timecard from a prior pay period. This is called an Historical Edit.

1. On the timecard, change the display to show the time period you need to correct. In the **Time Period** box, choose **Previous Pay Period** or enter a specific date or range or dates.



2. Click **Amount**, and then click **Add Historical with Retroactive Pay Calculation**.
3. A window will open showing a duplicate timecard. Enter the In and Out times for the missing hours, and then click **Calculate Differences**.
4. Use the comments menu to add a **Comment/Note**. Finally, click **Save**.



5. A tab labeled **Historical Amounts** is added to the timecard.

After you edit time, the hours will appear in the **Historical Amounts** tab on the edited timecard and on the current timecard in the **Totals and Schedules** tab. When the supervisor and the employee approve the current timecard, the approval will also apply to the historical edited amounts. The employee's next paycheck will include payment for those hours or reflect leave time taken. For more information, see the the Kronos Java (Full) user manual.

Print a Timecard

- In a timecard, click **Actions**, and then click **Print**.

Email an Employee from a Genie or Timecard

To send an email to:

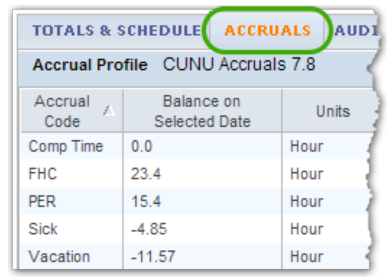
- **Single employee**: In a timecard, click **Actions**, and then click **Email**. In a genie, select the employee, and then click **Actions**, and then **Email**.
  Your email program will open with a blank message addressed to the employee.
- **Groups of employees**: In a genie, select a group of employees, click **Actions**, and then click **Email**.
  Your email program will open with a blank message addressed to the group of employees.

Check Accrual Balances

Check accrual balances for vacation, sick, family health care, personal time, and comp time.

- Use the **Accrual Biweekly Balance** genie with **All Home** to view balances for all of your employees.
- Click the **Accruals** tab at the bottom of an individual's timecard to see balances.

Balances are shown as of the day highlighted on the timecard. Accrual time is added when work time is entered and deducted when leave is entered.



Accrual Code	Balance on Selected Date	Units
Comp Time	0.0	Hour
FHC	23.4	Hour
PER	15.4	Hour
Sick	-4.85	Hour
Vacation	-11.57	Hour

More Information

The following topics are covered in the the Kronos Java (Full) user manual.

- Reports
- Ad hoc Queries
- Schedules
- Holiday Pay

Getting Help

Full documentation: http://www.dfa.cornell.edu/payrollservices/services/kronos/

- FAQ: http://www.dfa.cornell.edu/payrollservices/services/kronos/faq.cfm

CIT HelpDesk (Monday through Friday, 8 a.m. to 5 p.m.):

- (607) 255-8990
- helpdesk@cornell.edu